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OFFICE OR STAFF			Approved For Release 2000/04/14 : CIA-RDP78-03568A000600020007-6			POL NO.			Page 7 of 7 Pages		
GENERAL SERVICES			T.			23 October 1953			647		
DELETIONS			ADDITIONS			NET CHANGE			ORGANIZATION		
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)				
<u>PRINTING AND REPRODUCTION DIVISION</u> <u>PLANT SERVICES BRANCH</u> <u>BINDERY SECTION</u> Bindery Worker	LB-7	L-392.03	<u>PRINTING AND REPRODUCTION DIVISION</u> <u>PLANT SERVICES BRANCH</u> <u>BINDERY SECTION</u> Power Folder Opr (Place on T/O after L-348)	LB-12	L-474						
As requested by Chief, General Services, in memorandum, dated, 23 October 1953. Does not effect T/O strength.			25X1A9a								
NEW OFFICE TOTALS			APPROVAL								
T/O strength	25X9A2		The T/O changes listed above are hereby approved. Please make changes on office new machine printed T/O page(s) is						Chief, Class. & Wage Division		

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SECURITY INFORMATION

T/O CHANGE AUTHORIZATION

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 23 October 1953

FROM : Chief, General Services Office

SUBJECT: Change in T/O Position Title and Grade

1. It is requested that Position No. L392.03, (Bindery Worker, LB-7), be eliminated from the T/O of the Bindery Section, Plant Services Branch, Printing and Reproduction Division. In lieu thereof, we would like to establish in the same section another LB-12 Power Folder Operator position identical to existing Position No. L348.

2. These changes are requested for the following reasons:

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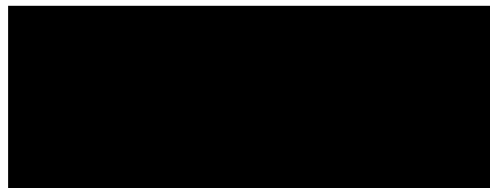
a. Mr. [REDACTED], LB-12 Folding Machine Operator, is presently blocking Position No. L347.01, a position of the same grade but entitled Paper Cutter Operator. We wish to properly slot him against a Power Folder Operator position.

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b. Mr. [REDACTED], now classified as an LB-7 Bindery Worker in Position No. L392.03, has been performing the duties of a Paper Cutter Operator since May of this year. The Chief, Printing and Reproduction Division feels that he has had sufficient training to qualify him for promotion to Paper Cutter Operator, LB-9. We would like to effect his promotion to Position No. L347.01 (to be vacated by Mr. [REDACTED]) as LB-9.

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